

FACILITIES MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Facilities Management Coordinator exists is to perform first-line facilities maintenance supervisory semi-skilled and journey level staff in the construction, building trades, electrical, HVAC and plumbing disciplines in Parks, Recreation and Facilities division of the Community Services Department. This classification is supervisory. Work is performed under general supervision by a Service Area Manager.

ESSENTIAL FUNCTIONS

Plans, organizes, assigns and reviews work in HVAC, Electrical, Plumbing, Building Trades and/or Construction disciplines.

Answers questions from staff relating to specialized maintenance trade; must be able to discuss maintenance philosophies in how work is completed and priorities are established.

Estimates time requirements for each discipline; allocates manpower and coordinates maintenance projects; schedules equipment and personnel; orders materials; determines material types, quantities and uses.

Assigns construction and tenant improvement projects; communicates desired outcomes and timeframes; supervises day-to-day operations, maintenance, construction and repair work in area assigned.

Reviews work of crews to ensure proper procedures and standards are followed.

Completes performance evaluations on a six month and annual basis; addresses staff issues and disciplinary actions.

Mentors and fosters skills of staff to develop and nurture high performing staff in various disciplines; resolves employee problems; holds weekly meetings with employees to discuss projects, work assignments and priorities.

Establishes in-house training of related equipment/tools.

Reinforces City and departmental policies/procedures.

Develops and monitors maintenance and capital budgets; works with customers in estimating projects; monitors material and labor costs of the City's enterprise accounts.

Supervises the repair, routine maintenance, preventative maintenance and/or construction in the assigned discipline.

Trains and oversees crews in equipment operation; job safety and OSHA regulations.

Displays strong customer service skills; interfaces with internal and external customers; facilitates project work for the customer.

Develops, schedules and monitors strategies in promoting preventative maintenance programs for all disciplines.

Communicates orally and writing with contractors, employees and represents the Department/Division on various construction, capital and maintenance projects.

Assists in establishing and maintaining various work management data; prepares activity reports; and audits work activities to assure compliance with planned programs. Develops and evaluates maintenance standards, utilizes established work order systems to monitor work assignments, customer service and PM programs.

Operates a personal computer and related software to prepare various written reports with clearly organized thoughts using proper sentence construction grammar and punctuation. Use computer to approve electronic timesheet function for staff. Uses city e-mail and calendar software programs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Preventive maintenance programs.

Work management and work order systems.

Related methods, policies, maintenance materials, applications, and uses.

Safety procedures - the hazards and precautions.

The theory and practical applications of construction and maintenance trades and related equipment.

Electrical, HVAC, plumbing, painting, carpentry and masonry trades.

General building maintenance and renovation of existing facilities.

Must have strong organizational skills.

Preparing and maintaining a budget.

Ability to:

Perform construction and maintenance functions requiring visual and manual dexterity and precision measurements.

Lift and carry heavy objects over 50lbs.

Climb up and down stairs and over rough terrain.

Perceive the full color spectrum.

Read and work from drawings and specifications.

Plan, organize, observe, supervise, mentor, and review the work of semi-skilled and journey level staff members.

Understand and ensure proper safety field techniques.

Train crews of work expectations.

Develop and evaluate maintenance standards.

Develop and monitor maintenance and capital budgets.

Use radio communications equipment and general office equipment including a personal computer and related software on a daily basis.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Comprehend and make inferences from written material, verbal and written instructions.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education or experience equivalent to four years experience in related construction and maintenance work; including two years lead or supervisory experience in facilities management.

Requires a valid Arizona Driver's License and no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified